

# KNOX COUNTY COMMISSION

## Special Commission Meeting

Monday – September 30, 2019 – 10:00 A.M.

The Special Commission Meeting of the Knox County Commission was held on Monday, September 30, 2019, at 10:00 A.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

**Commission members present were:** Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2. *Absent: Sharyn L. Pohlman, Commissioner District #3.*

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Chief Deputy Patrick Polky, Maintenance Supervisor Jim Hagan, Airport Manager Jeff Northgraves, EMA Director Ray Sisk, Communications Director Linwood Lothrop, Systems Administrator Mike Dean, Correctional Administrator Ray Porter, Register of Probate Elaine Hallett, Prosecutorial Assistant/Investigator Shane Riley, District Attorney Natasha Irving and Captain Paul Pinkham (*arrived at 10:25*).

**County staff absent:** Register of Deeds Lisa Cottrell

**Others in attendance:** Reporter for PenBay Pilot Chris Wolfe, Reporter for Village Soup Steve Betts, Camden Fire Chief Chris Farley, Union Assistant Fire Chief Jesse Thompson, Somerset Communications Director Mike Smith and various Rockland EMS employees.

### Special Commission Meeting – Agenda Monday – September 30, 2019 – 10:00 A.M.

- I. 10:00 Meeting Called To Order**
- II. 10:01 Discussion Item**
  1. Review of the 2020 Knox County Budget Draft.
- III. 11:30 Action Items**
  1. Act to Approve the Revised Job Descriptions for Communications Director and Deputy Communications Director.
  2. Act to Appoint a Interim Communications Director.
- IV. Adjourn**

- I. Meeting Called to Order:**

Commission Chair Parent called the special meeting of the Knox County Commission to order at 10:00 A.M.
- II. Public Comment:**

Commissioner Parent asked for public comment: None
- III. Discussion Item:**
  1. Review of the 2020 Knox County Budget Draft:  
(This Budget consists of Contractual, Commodities and Capital)

### Building Maintenance – Courthouse

Presented by Maintenance Supervisor Jim Hagan and County Administrator Hart

- Rubbish and Shredding is the largest increase for the Courthouse. This is due to we are now being “charged by the bin” instead of just per pound

- Types of heating fuel in all three buildings changed. Courthouse Switched to LP gas last season paying \$1.40/per gallon. Heating fuel is being used at the Jail, PSB and Airport, they are all locked in at a higher number than the LP gas. *(The Airport does have some LP)*
- The Courthouse HVAC payment is \$169,959.00 with a 14 year note, which goes until 2032.

**Total budget of \$392,091, decrease of 7% from the 2019 budget.**

### **Building Maintenance – Public Safety Building**

Presented by County Administrator Hart and Building Maintenance Supervisor Jim Hagan

- Floor is still an issue at the PSB. There will be a vapor barrier installed/placed on top of the existing floor; this installation will most likely help fix the humidity and discoloration issue. Right now the humidity in that building is 99.5%. This step was advised to help keep the integrity of the existing slab. Installing a vapor barrier is less of a cost.
- Administrator Hart will look into filing a claim with the insurance company *(with the Risk Pool)* for reimbursement of the floor issue. If the insurance company will not cover costs, the County Attorney will be consulted to see what avenues can be taken.

**Total budget of \$208,011, up 42% from the 2019 budget.**

### **Registry of Deeds**

Presented by Administrator Hart *(Register Lisa Cottrell was absent)*

- This year (2020 Budget) proposing \$391,500. \$460K was budgeted for Deeds in 2019
- The Revenue for Deeds in 2019 is down compared to last year. Administrator Hart stated the Revenue is driven by what is going on in the County; this is something that cannot be predicted.

**Total budget of (\$157,674), decrease of 21 % from the 2019 budget.**

### **District Attorney**

Presented by District Attorney Natasha Irving and Prosecutorial Assistant/Investigator Shane Riley

- One highlight is that the DA's Office has significantly increased the number of Differed Dispositions in Knox County
- DA's Office has changed the way they collect/assess "Supervision Fees". In the past, the Supervision Fee was \$25/per month and could be waived under certain circumstances. Now, The DA instituted a sliding fee scale for people that are homeless, if a person receives social security or disability income and low income families the fee could be \$10-\$25. If a person chooses to hire their own Attorney the fee would be \$50 fee. The "Supervision Fees" program is now in place so people can be "supervised" instead of going to jail. (Projecting for an extra \$7K for this program) DA's Office is working with the Sheriff's Office and Jail and make sure more Diversion programs are being done.
- One area that is slightly increasing is the opportunities for Training for Prosecutors and Victim Witness Advocates and possibly Investigators. Asking for more money in that line to attend the best training possible, especially the Domestic Abuse, Sexual Assault and Prosecution.
- Restorative Justice is scheduled for the Budget Meeting on Nov. 7<sup>th</sup> – Natasha will not be at a conference, she may be able to call in, will make sure someone from DAs office is there to represent and show commitment in support of them.

**Total budget of \$487,253, up 4% from the 2019 budget.**

**Emergency Management Agency**

Presented by EMA Director Ray Sisk

- Prime reason for Contractual line increasing by \$130 is the increase in the price for gasoline. The EMA truck normally gets 13 miles per gallon, and this year we've been towing trailers which that decreases the miles per gallon.
- Computer Supplies line has increased due to there is a need to replace a laptop with a desktop computer and add 3 UPS systems to some of the routers in the building. Unless we can make the purchase in the first week of January the additional tariffs will push the price up as much as 25% more. Most of the equipment is made in China.
- Personnel cost will increase due to our Admin. Assistant/Admin. Program Coordinator Job Description will change from Grade 9 to 11.
- Capital line (vehicle replacement) increasing due to looking to purchase a program vehicle for driving to do Administrative runs, go to Augusta, various meetings etc. Two years ago looked at replacing the EMA truck, have taken good care of it. Decided to keep truck on road indefinitely. There is \$10k in the Reserve Account right now, and looking to build that fund amount so can buy a better vehicle.
- Regularly put in for EMA Agency share of building maintenance cost for the Public Safety Building. And we are looking about \$11,700 coming back for reimbursements towards building maintenance.
- Director Sisk suggested to place the "New generation of panels" item on a future agenda –Need to have someone come and make an assessment. This would be a contractual agreement (power purchase agreement) can be made with Shareholders. A lot of times the panels are going on the ground opposed to being on the roof – it's less maintenance cost. Airport Manager Northgraves stated they are coming up with new models, they rent property from you and they keep it for 30 years. The county would benefit as they could buy cheaper electricity as part of that new grid.

**Total budget of \$109,684, up 15% from the 2019 budget.**

**Finance**

Presented by Finance Director Kathy Robinson

- Mileage costs increased due Finance Director Robinson needs to attending the monthly MCCA Meetings in Augusta. (She is attending as representative for the Treasurers Group.) This year the Convention is in Texas, last year it was held in Boston.

**Total budget of \$305,120, up 3% from the 2019 budget.**

**Corrections**

Presented by Chief Deputy Patrick Polky and Corrections Administrator Ray Porter

- Increase in Medical - due to more staff accepting medical screenings and vaccines that are being offered
- Increase in Pest Control - due to the dump closure there is now a rodent problem
- Radios - still having problems with reception inside the facility where it's a concrete building. Looking at putting in a repeater system to help with reception
- Uniforms for staff & inmates - trying to get something more standardized. What is there now is outdated and mismatched
- Inmate Fund – one of the positions has been paid by the Inmate Fund which is a separate line from the Budget (*This is quickly dwindling the account.*)
- Look at adding two (2) staff members - especially during the day due to experiencing staffing shortages

- Population decrease potential – the collaboration of Waldo and Knox County is working out better than ever imagined. The DA is aggressive as far as looking at different alternatives which helps inmate situations. Corrections Administrator Porter stated: “We have been able to send more Knox County inmates to the Maine Coastal Regional Reentry Center (*at no cost*) to work on reducing their recidivism rate and that has helped out substantially. I think when you see more and more deferred dispositions like what Waldo County has, and more alternatives, there’s a bulk of this population that you could really work out in the community and more effectively out in the community really drawing on the natural resources that we have in Rockland and the Rockland area.”

**Total budget of \$3,732,219, up 4% from the 2019 budget.**

### **Probate**

Presented by Register of Probate Elaine Hallett

- Mileage line & Training live have increased due to a new Probate code that started September 1<sup>st</sup> – more (*out of the area*) training is required thus the increase for both.
- Supplies line has increased due to having to buy more paper for paperwork which has increased from one page to eight pages, and also Passport photo supplies.
- By maintaining same Fees – Revenue, Probate is to date with last year’s numbers.

**Total budget of \$142,623, up 7% from the 2019 budget.**

### **Sheriff**

Presented by Chief Deputy Patrick Polky and Jail Administrator Ray Porter

- A new position of Patrol Supervisor was added (*This will leave a Deputy position open*)
- Meals have increased due to critical incidents
- The allocation of Auto Repairs - Line (55310) was removed and placed into line (54655)
- Due to training and using the K-9 more this has increased and for medical fees for canines
- Vehicles for the Knox County Sheriff’s Department – In discussion with the Sheriff a vehicle decision was made: four (4) vehicles are due to be replaced each year to help keep mileage down. This year (2019) there is a hefty increase in repair costs – leaning towards SUV’s – After some research/comparison, “Ford” brand is costing almost three (3) times as much to repair – Durango will be the choice this year
- Sheriff’s Department will be asking for an additional position for Airport Security Deputy

**Total budget of \$2,222,624, up 3% from the 2019 budget.**

### **Airport**

Presented by Airport Manager Jeffrey Northgraves

- Personnel line the number is soft because do not know who’s coming in January to replace current Airport Manager Northgraves.
- New Airport Manager will most likely elect the full benefit of the Health insurance where Jeff is not taking the Health insurance
- New Airport Manager will need a new laptop, as Jeff uses his own personal laptop
- Contractual has increased – due to electricity cost is going up
- Increase in the price of gasoline, so the gas bill has increased for the Airport vehicles
- Chemicals to treat the runways will not need to be purchased this year as there is enough left over from last year
- Overall Airport expenditures are down for the 2020 Budget

- Revenues are up this year – (*Additional revenues from Aircraft excise tax and new hangar property leases are not included in the revenue increase*)
- AIP share is normally \$26,500 each year. In 2019, anticipated getting additional money from FEDS, so increased staff from \$26,500 to \$60,000 and did not get the extra money.

**Total budget of (\$7,632), decrease of 109% from the 2019 budget**

### **Airport Security**

Presented by Chief Deputy Patrick Polky, Jail Administrator Ray Porter, Airport Manager Jeff Northgraves

- A Sheriff Deputy was brought to the Airport in an Airport Security position – determined did need a Supervisor – in the winter months a minimum of seventy (70) hrs/wk, and during summer months a minimum of ninety (90) hrs/wk. This Supervisor will supervise the Airport Deputies. The cost of an Airport Supervisor will be shared with the Sheriff's Department and Airport. The suggestion would be to hire one (1) Airport Security position for thirty (30) hours and one (1) Airport Security position for forty (40) hours.
- There will be a substantial increase with the Health insurance line due to those two (2) new employees will take advantage of the health insurance.

**Total budget of \$35,646, decrease of 160% from the 2019 budget**

### **Communications**

Presented by Communications Director Linwood Lothrop

- There is a substantial increase with Health Insurance due to New Hires
- Contractual items have increased slightly
- The upgrade caused to lose radio side of network – had to deal with Italian company. That company has been purchased and no longer supports the equipment Communications has. The only way to deal with this is total replacement of equipment. Radios were purchased in 2012 and are used every day all day. The life expectancy is eight to ten (8-10) years. It is about time to replace the units
- Proposed to pay out of the undesignated fund account – Looking to replace the Infrastructure in 2020, and replace the Voice Locker in 2022. (*Kathy will provide all the surplus numbers*)

**Total budget of \$1,157,953, up 6 % from the 2019 budget**

### **MISC.**

Presented by Administrator Hart

#### **Debt Service**

- Debt Service is down a little mainly due to the payment on Public Safety Building. (There are seven (7) years remaining.)

#### **Insurance (MCCA Risk Pool)**

- Risk Pool Insurance - looking at potentially a 4% increase. That will change as we go through the Budget process because they haven't voted on the Risk Pool premium yet

#### **Knox-Lincoln County Extension Association**

- Knox-Lincoln Cooperative Extension Service is requesting a grant for \$57,042 for the 2020 Budget year

#### **Knox-Lincoln Soil & Water Conservation District**

- Knox-Lincoln Soil & Water is requesting a grant for \$29,471 for the 2020 Budget year

**MidCoast Economic Development District (MCEED)**

- MCEED was requesting a grant for \$37,289 and the new request is approximately \$50,000 for the 2020 Budget year. (*Last year MCEED did not make a request for any grant money.*)

**MidCoast Regional Planning Commission**

- MidCoast Regional Planning Commission is retracting their request for a grant due to they are dissolving the corporation

**Restorative Justice Project**

- Restorative Justice requesting a grant for \$24,500 for the 2020 Budget year. Will look to move Restorative Justice to October 31<sup>st</sup>.

**Admin. & IT**

Presented by Administrator Hart

- Personnel Services has increased (*approx. \$18,000*) over last year due to the new IT Technology position that was filled.
- Increase in the Commissioners Salary – this is subject to the Budget Committee’s approval
- Contractual is up about \$3,400
- Computer Repairs & Maintenance – Spillman contract is up a couple of thousand over last year
- Dues & Membership – up \$2,800 due to MCCA proposed a change in the structure of dues from all Counties that belong to MCCA. Knox County increased approximately \$2,500. (*The change was based on population of each County.*) Cumberland and Aroostook Counties took the biggest hit
- Capital has an increase due to have to replace main server. The cost for replacement is approximately \$22,000. The file servers are where we store all of our data for the County and the Law side. The servers were put in 8 ½ - 9 years ago and they still run solid; unfortunately Microsoft has ended support on the operating systems. With the new system we will simplify our network and will lower the support time. The new system should last another five –ten (5-10) years. It looks like a big number but really isn’t in the grand scheme of things for the amount of work these servers do.

**IV. Action Items:**

1. Act to Approve the Revised Job Descriptions for Communications Director and Deputy Communications Director.

Red-lined job descriptions were given to the Commissioners for the Communications Director and the Deputy Communications Director. These were discussed with the KRCC Executive Board and the Communications Director. The changes are being recommended by both as well.

- *A motion was made by Commissioner Meriwether to Act to Approve the Revised Job Description for Communication Director and Deputy Communications Director. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

2. Act to Appoint a Interim Communications Director.

The Commissioners were given a memo made out to Administrator Hart from Chief Chris Farley, Chair of the Knox Regional Communications Center Executive Board. Chief Farley, along with the Executive Board is recommending that the Commission appoint Robert Coombs as Interim Communications Director for a period not to exceed six (6) months. Administrator Hart supports this recommendation, and makes this recommendation to the Commission. Also, Sheriff Tim Carroll and Michael Smith, Somerset County Communications Director have been asked to assist with coaching

and mentoring Robert Coombs during this interim transition. Both have accepted to assist with this to making this a successful transition and for the betterment of the KRCC Dispatch Center. Chief Farley – KRCC Executive Board Chair, Linwood Lothrop – Director of Communications, Wally Tower – Deputy Communications Director, Sheriff Tim Carroll, and Michael Smith – Somerset County Communications Director will all be present for the meeting.

- *A motion was made by Commissioner Meriwether to Act to Appoint Robert Coombs as the Interim Communications Director for a period not to exceed six (6) months. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
- It was noted that October 17<sup>th</sup> is the first Budget Review Meeting with the Budget Committee.

**V. Adjourn**

- *A motion was made by Commissioner Meriwether to adjourn the meeting. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

The meeting adjourned at 11:56 A.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting  
held on October 8, 2019.**